

### **3354:1-30-11 Policy on Faculty Workload**

(A) In order to maintain instructional workload standards consistent with the Chancellor of Higher Education and clear guidelines for acceptable undergraduate instruction, Cuyahoga Community College (“College”) subject to change pursuant to standards set forth by the Chancellor of Higher Education has developed this Faculty Workload policy that keeps with the College’s mission, values, and dedication to instructional excellence and student development. All full-time faculty members shall be subject to this policy and any following procedure(s). Part-time faculty shall be subject to this policy and any following procedure as appropriate.

#### **(B) Definitions**

1. The standard academic semester for all members is normally sixteen (16) weeks or eighty (80) days (including instruction, evaluation and holidays).
2. The standard academic week is a minimum of 37.5 hours of defined responsibility, divided equally, under ordinary circumstances, Monday through Friday. Adjustments in the schedule may be made for evening and weekend assignments.
3. Equated semester unit(s) (“ESU”) is the college-wide standard unit of measurement for calculating the direct instructional assignment of faculty member-based credit hours as defined under federal law and the amount of lecture presentation or other instructional modalities required.
4. Equivalent activities shall mean additional professional responsibilities performed by members of faculty for which they will receive ESU’s.
5. Instructional assignments shall mean work other than lecture presentation for which the College provides ESU’s.
6. Faculty workload elements which are eligible for ESU’s e: may for example include direct instruction or reassigned time.
7. Member means all full-time tenure and tenure-track faculty, including instructional faculty, counselors, and librarians, and those individuals who have a portion of their responsibilities devoted to academic area faculty coordination, provided that the coordination duties constitute less than fifty percent (50%) of their equated semester unit (ESU) teaching load.
8. One laboratory hour is fifty (50) minutes.
9. Workload shall mean the number of ESU’s per academic semester.
10. Adjunct faculty means any instructional, counselor or librarian employee hired on a temporary and part-time basis.

#### **(C) Credit Hours and Workloads**

1. Generally, one (1) credit-hour of lecture presentation (i.e. lecture hour of class meeting per week) will equal one (1) ESU per academic semester. Exceptions to this standard are as follows:

- a) English 1010 and 1020, which shall receive 1.2 ESU's for each lecture hour of class meeting per week.
  - b) Non-clinical laboratory hours shall receive .85 ESU's for each lecture hour of class meeting per week.
  - c) Nursing clinical hours, including campus-based onsite clinical hours shall receive 1.0 ESU's for each clinical hour per week.
2. Determination as to lecture, laboratory or other instructional classification of a course shall be based upon the Board-approved course description contained in the official College catalog or otherwise officially approved by the Board.

(D) Workload Minimum Standards

1. Each member of the instructional faculty will be responsible for teaching a standard of 30 ESU's per academic year with a minimum of 9 and a maximum of 18 ESU's per academic semester. Other instructional assignment arrangements will be permissible so long as the total number of assigned ESU's is maintained.
2. The College may equalize individual member instructional assignments over a two-year period if the College deems it appropriate. A faculty member may carry over a maximum of 3 ESUs to the following year. A faculty member's ability to draw upon carryover ESU's will not supersede the administration's right to assign workload providing such an assignment does not result in the faculty member having to accept part-time pay.
3. Non-instructional faculty will be responsible for specified duties and responsibilities assigned within the thirty-seven and one-half (37.5) hour standard academic week. These professional duties and responsibilities will be discharged and accounted for on campus or at other College-assigned locations where scheduled activities are conducted.
4. No full-time faculty member will accept an overage of more than 14 ESUs per academic year without Provost permission.
5. Equivalent Activities
  - a) Members of the full-time contracted faculty may be assigned committee responsibilities, departmental responsibilities, community service responsibilities, responsibilities relating to students (activity and educational advising) professional improvement leaves, CCC-AAUP leadership, Joint Faculty Senate Council participation, faculty coordination, reassignments to administrative roles, and other professional responsibilities consistent with the mission and role of the institution. Such assignments shall be undertaken by the faculty as a part of their professional assignment. These indirect workload assignments will be made on a rotating basis when feasible and will be accounted for within the established professional assignment system of the College and

acknowledged in writing. These equivalent activities will be assigned ESU's consistent with section (C) above.

- b) The College will provide a minimum of 200 ESU's per fiscal year for those functions determined to further enhance the instructional /instructionally related processes of the institution, with at least 20 of these to be applied to student success, innovations and initiatives. The intent is that all 200 ESU's be awarded each year. These may include the following:
    1. Activities related to program or course development;
    2. Activities related to faculty professional development;
    3. Activities related to program accreditation/re-accreditation;
    4. Activities related to programming and planning;
    5. Activities related to special projects having a direct relationship to instructional or instructionally related programs; and
    6. Other activities determined to be of such scope and structure as to require the assignment of ESU's for those persons directly involved in the effort, with special consideration given to student success, innovations and initiatives or projects that align with College strategic goals.
  - c) The College, with input from AAUP, will establish standards and set the criteria for the types of projects and activities for the granting of faculty members' requests for 200 reassigned ESU's and review the actual reassignment of ESU's to faculty members.
6. Adjunct faculty are responsible for instruction and/or rendering other non-instructional services to the College and the activities directly related to instruction or other non-instructional services including, but not limited to, classroom instruction, customized course development, course preparation and evaluation, serving as librarian, counseling students and attending conferences called by the College, including department meetings.
    - a) Adjunct faculty will be employed only on a limited, non-continuing basis for any one or two semesters or assignments during one academic year.
    - b) Adjunct faculty are not eligible for advancement in rank, professional improvement leave, tenure, seniority, any special consideration or credit toward subsequent employment, or any other privilege or benefit related to College employment unless expressly granted in a contract.
  7. Adjunct appointments may be terminated at any time by the College without any liability to the employee, except for payment of services rendered, in the event the College finds:

- a) Insufficient enrollment for the class section(s).
  - b) Insufficient enrollment of a class section(s) assigned to full-time instructors. In this event the class section(s) originally assigned to an adjunct may be reassigned to a full-time faculty member.
  - c) Insufficient need for instructional or non-instructional services, as determined by the appropriate administrator.
8. A payment of \$50 dollars per person per semester will be made to each adjunct faculty member who is conditionally employed but whose employment is not required because of cancellation of an assignment and who is not otherwise employed by the College.

(E) Contract Year and Academic Terms

1. The standard contract year for full-time contracted faculty consists of 180 paid days between August 1st and the following May 31st beginning with the mutually agreed upon academic calendar.
  - a) These days are comprised of 155 days (31 weeks) devoted to instruction, assessment/evaluation and five (5) holidays. The remaining contract time is comprised of six (6) mandatory days, and additional Faculty Service and Development, which is the nominal equivalent of fourteen (14) days or twenty-eight (28) Service Credits.
  - b) Mandatory days of service for instructional faculty shall commence no sooner than 10 days after the due date for grades at the completion of the final summer term.
  - c) Consistent with the standards by the Ohio Department of Higher Education, classroom instruction/evaluation activities are normally to be completed within the 80-day instructional semester. All classes shall utilize an identifiable finals assessment period for an appropriate academic experience. Exceptions may be made for part of the term and flexibly scheduled courses.
2. Full-time contracted faculty may, as time permits, request or be requested to assume an additional assignment(s) for extra remuneration.
3. Faculty members (including both instructional and noninstructional faculty) shall be offered summer school assignments under the following provisions: A minimum of 60% of base Summer School Instructional Full-Time Equivalent (IFTE) requirements will be filled by regular full-time faculty compensated on a pro-rata basis. Compensation for summer sessions will be based upon 30 ESU's. Both instructional and non-instructional faculty requirements will be based upon the previous summer for the purpose of determining the 60% minimum utilization of full-time faculty.
  - a) The College and the CCC-AAUP will create a joint committee to review and recommend guidelines relative to summer session staffing.

- b) Summer session staffing will be governed by all appropriate Board policies and the following procedures.
- c) The contract for instructional faculty employed during either the early or the late five (5) week summer session will consist of a total of twenty-five contract days. There are twenty-five (25) days of class meetings.
  - 1. The contract for instructional faculty employed during the eight-week summer session will consist of a total of forty (40) contract days. There are forty (40) days of class meetings.
  - 2. The contract for instructional faculty employed during the ten-week summer session will consist of a total of fifty (50) contract days. There are fifty (50) days of class meetings.
  - 3. The calendar for non-instructional faculty summer school contract assignments shall be made by March 31 each year.
- 4. Faculty will carry out workload duties in a professional manner. These include:
  - a) Presence at contractual activities (e.g. mandatory day activities, office hours, final examinations);
  - b) Timelines of contractual activities (e.g. first day syllabi, final grading reporting, academic progress reporting, never attending reporting, early alert leave reporting, responding to student inquiries);
  - c) Clear communications (e.g. syllabi, changes in class activity or faculty schedule); Faculty who repeatedly fail to fulfill the contractual professional responsibility listed above may be subject to College disciplinary policy.

(F) Violations of this Policy

- 1. The College may take disciplinary action if a faculty member fails to comply with this policy, up to and including as set forth in the Employee Code of Conduct Policy, censure, remedial training, and for-cause termination, regardless of tenure status. Termination under these circumstances must require the recommendation of the Provost, concurrence of the College's president, and approval of the College's board of trustees.

(G) The Provost or their designee, is hereby authorized to establish procedures and take all other steps necessary and appropriate for the effective implementation of this policy.

(H) This policy will be reviewed and updated once every five years from the effective date.

**Effective date: July 10, 2025**